

CONCLUSION

N.J.A.C. 4A:4-2.1(e) provides, in part, that applications for promotional examinations shall be submitted no later than 4:00 p.m. on the announced application filing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant in an examination appeal shall have the burden of proof.

While the appellant maintains that he “signed up for my Lieutenant’s exam while using the online process that I received from my police department (Vernon Township Police Department),” the appellant neither provides a copy of that process nor describes it. However, it is noted that the subject announcement indicated that only online applications would be accepted and directed candidates to “visit www.state.nj.us/csc and select ‘Job Announcements’ to view this announcement and to file an application.”¹ Furthermore, it is also noted that the subject announcement, in the “Important Information” section, informed candidates:

If you are having difficulty submitting your application on-line, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday-Friday, excluding holidays and emergency closings. Please email: OAS.support@csc.state.nj.us or call (609)292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so **PLEASE FILE EARLY.**

On the “Job Announcements” page, candidates for the subject announcement should have selected the “View **Promotional** Announcements here” link

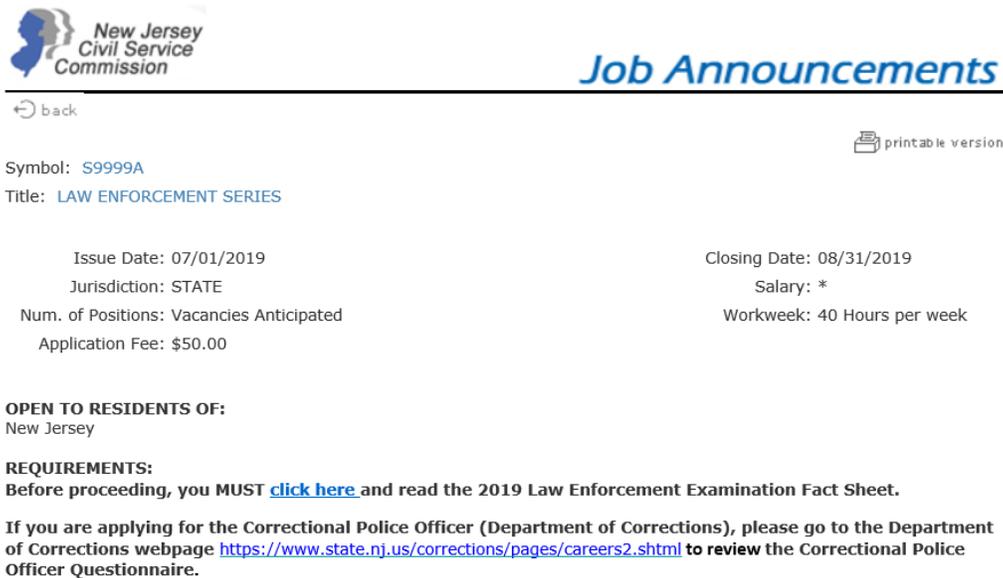
¹The above noted web address takes candidates to the Commission’s website which provides a section for “Job Seekers” in the upper left corner of the page:



Thus, candidates should have selected the link for “Job Announcements and Testing Information.” It is noted that during the filing period for the Law Enforcement Series Examination (S9999A), July 1, 2019 to August 31, 2019, a specific link for that exam, “2019 Law Enforcement Announcement,” was provided in the right column.

(<https://info.csc.state.nj.us/epoa/>).² Candidates for the subject test should have proceeded to the “Promotional Announcements for New Jersey Municipalities” section and used the pull-down menu in the “Select” box to choose “Vernon Township (SUSSEX COUNTY).” Once candidates selected Vernon, they would be taken to a screen (<https://info.csc.state.nj.us/epoa/ListMunicipal.aspx>) which listed all available promotional examinations for Vernon. It is noted that after a candidate selects a promotional symbol, he or she is taken to a warning screen in order to provide the candidate with another opportunity to verify that he or she is employed by the State, department, county or municipality, as applicable, before choosing to continue. If the candidate elects to continue, he or she is taken to a copy of the announcement which provides a link to begin the application process.

If an individual selected the link in the “Job Seekers” section for the 2019 Law Enforcement Series announcement, he or she would be taken to a copy of that announcement which provided, in pertinent part:



The screenshot shows the New Jersey Civil Service Commission logo on the left and the title "Job Announcements" on the right. Below the logo is a "back" button. On the right side, there is a "printable version" button. The main content area displays the following information:

Symbol: [S9999A](#)
 Title: [LAW ENFORCEMENT SERIES](#)

Issue Date: 07/01/2019	Closing Date: 08/31/2019
Jurisdiction: STATE	Salary: *
Num. of Positions: Vacancies Anticipated	Workweek: 40 Hours per week
Application Fee: \$50.00	

OPEN TO RESIDENTS OF:
New Jersey

REQUIREMENTS:
Before proceeding, you **MUST** [click here](#) and read the 2019 Law Enforcement Examination Fact Sheet.

If you are applying for the Correctional Police Officer (Department of Corrections), please go to the Department of Corrections webpage <https://www.state.nj.us/corrections/pages/careers2.shtml> to review the Correctional Police Officer Questionnaire.

Furthermore, once an individual selected the link, under the “Requirements” section, to read the 2019 Law Enforcement Examination Fact Sheet, they were provided with the following, in pertinent part:

2019 Law Enforcement Examination (LEE) Fact Sheet

LEE Title Areas:

The Law Enforcement Examination (LEE) has been developed to assess candidate readiness for entry into law enforcement titles considered to have common knowledge, skills, abilities, and other

² It is further noted that if a candidate is unclear as to how to proceed once he or she accesses the “Job Announcements” page, links to the “Online Application System (OAS) User Guide” are provided to assist candidates in navigating the application process.

characteristics. Applicants file only one application and indicate their interest in the title areas by checking the box(es) on the application. A \$50 application processing fee is required for this announcement whether you check one or all title areas on your application. **No title areas can be added after the closing date.** Title areas you may select include the following:

1. **Municipal Police Officer**
County Police Officer
Park Police Officer
Campus Police Officer Recruit*
Police Officer Recruit Human Services*
Police Officer Palisades Interstate Park*
 2. **Correctional Police Officer (Department of Corrections)***
 3. **Sheriff's Officer**
 4. **County Correction Officer**
 5. **Correctional Police Officer, Juvenile Justice Commission***
- *State Title

The S9999A announcement also provided a link to apply via the Online Application System (OAS). After an applicant signed into the OAS, they were taken to the application for the S9999A exam. It is noted that the following appeared at the top of each page of the application:

Application for Open Competitive Examination

Closing Date:	Symbol:	Title:
08/31/2019	S9999A	LAW ENFORCEMENT SERIES

Moreover, as part of the application process, applicants were required to select the title area or areas they were interested in, as indicated above, which did not include Police Lieutenant. After entering all required information, applicants were taken to the payment page which provided the following at the top of the page:

Payment Method

You are almost finished! Please enter your payment information.
[Learn more about payment options.](#)

Application Summary

Title Name:	LAW ENFORCEMENT SERIES
Symbol:	S9999A
Closing Date:	08/31/2019
Department:	STATEWIDE
Application Fee:	\$50

After applicants completed the payment process, they were provided with a confirmation page which indicated:

Confirmation

This confirmation page has also been sent to your e-mail address, xxxxx@xxxxx.

[\[Print Confirmation\]](#)

[\[Print Application Form\]](#)

[\[Logout\]](#)

Application Summary

Applicant Name: xxxxxxxx
 Profile ID: xxxxxxxx
 Confirmation Number: S9999Axxxxxxx
 Title(s): MUNICIPAL POLICE OFFICER; COUNTY POLICE OFFICER;
 CAMPUS POLICE OFFICER RECRUIT; POLICE OFFICER
 RECRUIT HUMAN SERVICES; POLICE OFFICER PALISADES
 INTERSTATE PARK³
 Symbol: S9999A
 Closing Date: 08/31/2019
 Department: STATEWIDE
 Date & Time Submitted: xxxxxxxx
 Fee Due Date: xxxxxxxx
 Application Fee: \$50

As indicated above, an email containing this information was also sent to applicants.⁴ Finally, it is noted that on September 13, 2019, S9999A candidates were sent an email containing information regarding scheduling and preparation guides. The email provided in part:

Sent: Friday, September 13, 2019
To: XXXXXX
Subject: LAW ENFORCEMENT EXAM CANDIDATE PREPARATION GUIDES AND SELF-SELECT TEST
 DATE/LOCATION LINKS

Dear Candidate:

This is an automatically generated email. Please do not reply. Should you have any questions about this email, contact the New Jersey Civil Service Commission's Information Center at 609-292-4144.

Your application has been received and you have been found eligible to take the examination for one or more of the following law enforcement title(s): **Law Enforcement Exam (S9999A), Parole Officer Recruit (S1000A), Parole Officer Recruit Bilingual in Spanish and English (S1001A), Parole Officer Recruit Juvenile Justice (S1002A) and Parole Officer Recruit Juvenile Justice Bilingual in Spanish and English (S1003A).**

Carefully read/review the information provided in this email, it contains an attachment which pertains to the Preparation Material. The attachment will provide you with the instructions and a code for accessing the candidate preparation materials.

The examination for these titles will be administered on six test dates (two sessions on each test date – 8:00 AM and 1:00 PM) at various Community College locations. The six test dates are . . .

Thus, as indicated above, S9999A applicants were clearly informed throughout the application process that they were applying for the Law Enforcement Series

³ The Municipal Police Officer title area is presented as an example as the appellant selected this title area on his application.

⁴ It is noted that a review of the record finds that in an email sent on October 8, 2019 to the Division of Agency Services, the appellant provided a copy of the S9999A confirmation email sent to him on July 18, 2019.

examination (S9999A). In other words, at no point in the Law Enforcement Series application process is the PM0966A symbol, Police Lieutenant title or Vernon Township indicated.

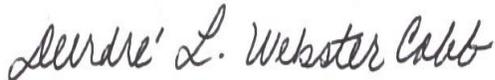
In this regard, the appellant does not provide any explanation as to why he did not seek assistance when he was unable to locate the PM0966A symbol, Police Lieutenant title or Vernon Township when applying. As noted previously, if a candidate has questions or concerns regarding the application process, there are available resources, *i.e.*, the OAS User Guide and/or technical support, to assist him or her. The appellant does not indicate that he attempted to access the OAS User Guide or contact technical support at the above noted phone number or email address prior to the July 22, 2019 application filing deadline. Again, the appellant provides no explanation as to why he did not stop at any point during the application process and seek assistance.⁵

ORDER

Therefore, it is ordered that this request be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 15TH DAY OF APRIL, 2020



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

⁵ Moreover, the appellant does not indicate that he contacted the Commission after receiving the September 13, 2019 scheduling email for the S9999A exam.

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and
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